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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 14 March 1956

FROM : Chief, Administrative Training

SUBJECT: Weekly Report, 6-13 March

25X1 1. [] has been consulted on the need for retaining the new first week of Administrative Procedures. He is having [] SSA/DDS make a survey of customer offices to determine the desirability of continuing this additional week and will advise me. 25X1

25X1 2. The reproduction of [] Instructor's Manual has been discussed with [] who advises that it is possible to reproduce the manual within ten days. In order to accomplish this, I endeavored to obtain from [] the original copy. [] had not understood this material 25X1 was to be used by students and said he wished to make all changes and revisions needed before releasing the manual for reproduction.

25X1 3. The need for a specific target date was stressed with [] and he has agreed to have the changes incorporated in time to use the manual in the May course. He also questioned the use of the illustrative stamps. After much discussion, he did finally agree that they could be used in the student handout, however, he indicated that [] replacement might not find these 25X1 visual aids suitable for his instruction and blackboard presentations and wanted to investigate further the development of simpler material for lecture illustration. These illustrative stamps make effective visual aids for presenting lecture material by use on the viewgraph (Vugraph).

25X1 4. During the course of our conversation [] advised that he had the responsibility of providing [] replacement and wanted to set a target date for the change, allowing the replacement two courses with Sam before taking over the Operations Support. 25X1

25X1 5. The number of students attending the Operations Support and Operations Familiarization courses was brought up during our meeting. [] suggested that the possibility of running fewer courses would meet the needs of customers and those courses run would be filled to capacity. I made no comment on this but indicated it would be a good idea to meet our commitments to our customers. A student body of 30, versus 60, improves the reception by the student and does ease the work-load of the instructors. This all-around improvement noted in the smaller group is undoubtedly the direct result of improper classroom plus poor office facilities being used in better proportion. 25X1

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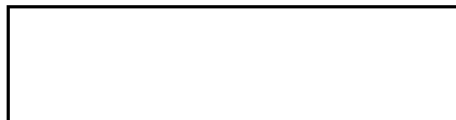
6. The outstanding performance of [] in the last Operations Support course was relayed to [] Training Officer of the SSA/DDS. [] Chief, EE Division, was called regarding the generally fine attitude and grades of [] also a student in Operations Support #19. Much of the course content was material with which [] has worked for a number of years and in spite of this, he was one of our most interested and attentive students.

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7. The long-range schedule projecting our activities through 19 July 1957 has been completed, realizing this is entirely a tentative plan. The possible need of an additional administrative procedures course in the September-October 1956 phasing was relayed to [] office (SSA/DDS) for review. This cycle provides a total break of five weeks for this staff.

8. [] is on two weeks Military Leave.



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